

March 26, 1968

GSA BULLETIN FPMR G-37
TRANSPORTATION AND MOTOR VEHICLES

TO : Heads of Federal Agencies

SUBJECT: Commercially rented vehicles available
through Interagency Motor Pools

1. Purpose. This bulletin explains the availability of commercial rental vehicles through the interagency motor pool contracts; the availability of Government-owned vehicles at certain airports; and sets forth the policies governing the ordering of such service.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until changed or cancelled.

3. Availability.

a. In those locations in the United States where there is sufficient demand, commercial rental vehicles are available on a daily or trip-rental basis through the interagency motor pool contracts. Generally, these contracts offer quite liberal discounts. In order to obtain the use of a rental vehicle, it is necessary to request its use through the GSA regional office or the interagency motor pool nearest the place where the vehicle is required. Requests should be placed not less than 24 hours in advance of need, as GSA is required to give the various contractors that much advance notice to assure that a vehicle will be available.

b. When the interagency motor pools receive requests for rental vehicles in localities not having sufficient demand to warrant contracts, the requestor will be advised that the pool does not have a rental contract, and it will be suggested that he make direct open market rental arrangements with a commercial rental agency at the place where service is desired.

4. Dispatch pools at certain airports.

a. Dispatch pools of Government-owned vehicles have been established at, or immediately adjacent to, the following airports:

**Seattle-Tacoma International Airport
Seattle, Washington**

**Los Angeles International Airport
Los Angeles, Calif.**

**Civilian Air Terminal
McCoy Air Force Base
Orlando, Fla.**

**Cape Kennedy Regional Airport
Melbourne, Fla.**

**Miami International Airport
Miami, Fla.**

b. Government-owned vehicles will be furnished at these airports to travelers needing vehicles, as well as to agency activities in the airport area.

c. Reservations for Government-owned vehicles at these airports will be made through the GSA regional office or interagency motor pool nearest the airport. Requests should be placed as far in advance of need as possible to permit arrangements for the availability of a vehicle.

d. Government vehicles cannot be issued to any individual who does not possess a valid Motor Vehicle Operator's Identification Card, SF 46, issued in accordance with applicable Civil Service Commission Regulations. Travelers not possessing a current SF 46 will be issued a commercial rental vehicle, if available, and the requesting agency will be billed accordingly.

e. In those cases where a traveler, for personal reasons, refuses to accept an available Government-owned vehicle, GSA will consider that it has fulfilled its commitment to provide a vehicle.

5. Necessity for cancellation of reservations. In some instances, a reservation for a Government-owned or a rental vehicle is made and the person for whom the reservation is made does not call for the vehicle, and no notice of cancellation is furnished. This results in

unnecessary commitment of vehicles and possible decrease in the quality of service provided. Agencies are urged to assure that the interagency motor pool is notified as promptly as possible whenever it is necessary to cancel a reservation.



D. E. WILLIAMS

Commissioner

Transportation and Communications Service

law enforcement, investigative, intelligence